

RECORDS RETENTION AND DISPOSITION SCHEDULE

Arizona State Library, Archives and Public
Records

RECORDS MANAGEMENT DIVISION

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PROVIDING
Preserving
ACCESS
Arizona

State Agency Password AVS-COM	Political Subdivision	Agency Name Arizona State Senate	
Org. Unit/Division	Office Office of Media & Public Affairs	Phone 602-542-4231	
Address 1700 West Washington, Senate Wing	City Phoenix	AZ	Zip 85007
Submitted By (Name) Charmion Billington	Title Secretary of the Senate	Signature X <i>Charmion Billington</i>	

Pursuant to A.R.S. §41-1351, the following records retention periods are finite and absolute. They are NOT minimum retention periods or guidelines. Records may be kept beyond their designated retention periods only where required by law or regulation, or if they are involved in current or pending litigation.

No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
	COMPTROLLER, Password: AVS-COM					Contact Clint Tegland, 542-5681
1.	Financial & Business Records Note: Do not destroy without specific authority from the Senate Comptroller.	802890	-	5	5	After transfer to RMC. Review for continued reference value.
	RESEARCH, Password: AVS-RES					CONTACT: Carolyn Atwater, 542-3171
2.	Employee Personnel Files	001925	2	3	5	After termination.
3.	Research Files (background research for pending Senate legislation)					
a.	Type 1 (short term reference value)	159625	-	4	4	After transfer to RMC.
b.	Type II (longer term reference value)	169625	-	6	6	After transfer to RMC.
	SECRETARY OF THE SENATE, AVS-SEC					CONTACT: Charmion Billington, 542-4231
4.	Committee Minutes					
a.	Source Documents		-	-	-	After film inspected.
b.	Microfilm		Perm	*	Perm	*Security masters stored in RMC vault.
5.	Executive Appointments					
a.	Source Documents		-	-	-	After film inspected.
b.	Microfilm		Perm	*	Perm	*Security masters stored in RMC vault.
6.	Senate Bill Files					
a.	Source Documents		-	-	-	After film inspected.
b.	Microfilm		Perm	*	Perm	*Security masters stored in RMC vault.
	SENATE MAJORITY STAFF, Password: AVS-SMAJ					Contact: Monica McIver, 542-5418
7.	Administration Files	000690	-	5	5	After calendar year prepared.
8.	Budget Files	009725	-	5	5	After fiscal year prepared.
9.	Issues Files	826918	-	5	5	After closed.

Supersedes Schedule dated: 12-18-96

Approved by:

Glady Orr Mills

Director, Department of Library, Archives and Public Records

Approval Date:

OCT 20 2000

STATE OF ARIZONA

RECORDS RETENTION AND DISPOSITION SCHEDULE

Agency Name:

President of the Senate, Contact: Dorothy Raheb, 542-3160

Password:

AVS-PRES PAGE 2 OF 2

Pursuant to A.R.S. § 41-1351, the following records retention periods are finite and absolute. They are *not* minimum retention periods or guidelines. Records may be kept beyond their designated retention periods only where required by law or regulation, or if they are involved in current or pending litigation.

No.	RECORDS SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
	<u>Senate Committee Files</u>					
1.	Administrative Files (other committee files not included in any of the following categories)	000690	-	3	3	After transferred to RMC for storage.
2.	Appointment Letters		10	-	10	After calendar year issued. Transfer to Archives.
3.	Correspondence Files (including memos, letters, and other communications)		3	-	3	After calendar year prepared or received. (Records to be evaluated by State Archives and selected items transferred)
4.	Minutes		3	-	3	After calendar year prepared.
5.	Performance Audits		3	-	3	After calendar year received.
6.	Reports (incl final reports, interim reports, reviews, recommendations, etc.)					
a.	Legislative Reports		-	-	-	Transfer to DLAPR, State Documents, after staff action completed.
b.	Other		3	-	3	After calendar year published.
	<u>State Agency Files</u>					
7.	State Agency Reports (non-record copies of performance audits, sunset reports, annual reports, status & expenditure reports, etc.)	106954	-	3	3	After transferred to RMC for storage.
	<u>Judiciary Committee, Password AVS-JUD, Contact Rick Pyper, 542-3171</u>					
8.	Bill Books	284225	-	5	5	After transferred to RMC. Transfer to State Archives for permanent retention.
						Supersedes schedule dated: 2-19-98

Approved by:



Director, Department of Library, Archives and Public Records

RMC-3 R8/04

Approval Date:

OCT 20 2000